

Staff Senate  
October 10, 2022  
GUC 200

- I. Call meeting to order- President Melissa Bolton called the meeting to order at 10:00 a.m.
- II. Roll Call and introduction of Proxies-Members present and comprising a quorum were: Ms. Melissa Bolton, Ms. Amy Thompson, Ms. Erin Wittscheck, Ms. Lindsey Goode, Ms. Joy Kelly, Mr. Jose Figueroa-Cifuentes, Dr. Kathleen Richards, Mr. Brian Ford, Ms. LaNita Crews, Mr. Scott Heath, Ms. Melissa Williams, Mr. Mickey Price, Ms. Jocelyn Wright, Mr. Jeremy Martin and Mr. Jeremy Woods. Ms. Sarah Beth Hester was proxy for Ms. Janet Jones, Mr. Brian Shook was proxy for Ms. Marissa Gatlin and Ms. Natalie Robbins was proxy for Ms. Sheena Burgreen.
- III. Approval of Agenda- President Bolton called for approval of the agenda with the following amendments. VI. Committee Reports e. Staff Orientation was deleted, and VII. Unfinished Business d. Athletic Tickets was added. Mr. Jose Figueroa-Cifuentes made a motion to approve the agenda for October 10, 2022. Mr. Jeremy Woods seconded and the motion carried.
- IV. Approval of Minutes- President Bolton called for approval of the minutes. Mr. Jeremy Woods made a motion to approve the minutes and Ms. Jocelyn Wright seconded and the motion carried.
- V. Staff Senate President's Report
  - a. Staff Attitudes Survey Results—Ms. Bolton met with Dr. Kitts and presented the 2021-22 survey to him. It is located on the staff senate website for viewing.
  - b. Dr. Kitts, Dr. Alexander and Mr. Thornton will attend the November 14 Staff Senate meeting. The meeting time will be changed to 11:00 a.m. in order to accommodate all schedules. If they chose, Senators may submit questions in advance to Ms. Bolton. Ms. Bolton asked that they be submitted by October 24 to allow research time. Questions may also be asked in person. Ms. Bolton requested that there be 100 percent attendance.
- VI. Committee Reports
  - a. Staff Attitude Survey – the committee will meet in November.
  - b. Staff Merit – the committee will not meet again until May.
  - c. Staff Visibility – Brian Ford reported they will try to have a meet and greet for staff and their senators in November or December. Mr. Ford and Ms. Bolton also met with Ms. Catherine White, who agreed to inform new employees of their senator.
  - d. Distinguished Staff Employee of the Year – see below.
  - e. Terminal Degree Assistance – Mr. Ford met with Ms. White. The application and documents are with Human Resources. They should be sent to staff by the end of October.
- VII. Unfinished Business

- a. Fill vacant sub-committee seats – all seats are filled except one on terminal degree committee. Jeremy Woods agreed to serve on that committee.
- b. Lion Alert – tabled until next meeting.
- c. Athletic Tickets – tabled until next meeting.
- d. Distinguished Staff Employee of the Year – Mr. Ford presented the changes recommended by the committee.
  - Any employee can nominate (not just staff).
  - No self-nominations allowed.
  - A scoring matrix is used and any additional documentation provided.
  - The employee must have 5 years of consecutive service.
  - The nomination form will be added to the Staff Senate website.

Mr. Jeremy Woods made a motion to approve the changes and Ms. Amy Thompson seconded and the motion carried.

#### VIII. New Business

- a. The Staff Senate Representation List is being updated. Senators need to review, and make sure all areas are covered. The following suggestions were made:
  - a. Switch the representation between Sara Beth Humphres and Janet Jones.
  - b. Under Lindsey Goode, change All Recruiting Staff to Graduate and Online Education.
  - c. Only one person needs to report to Human Resources.
  - d. The Senator needs to check with the Administrative Assistant of each department for a list of staff.
  - e. Make sure all areas are updated.

#### IX. Discussion

##### X. Announcements

- a. UNA Closed—Fall Break—Friday, October 14<sup>th</sup>.

- XI. Adjournment- Ms. Jocelyn Wright made a motion to adjourn. Ms. Melissa Williams seconded and the meeting was adjourned at 10:40 a.m.